

DNRC PAYROLL CODES

REPORTING TERMS

CODES

Bank Holiday Non-Grandfather

BHNGT

Regular Earnings

REG

Vacation*

VLT

Sick Leave*

SLT

Holiday*

HOL

Non-Exempt Comp Earned**

CTE

Non-Exempt Comp Taken*

NCT

Exempt Comp Time Earned**

ECE

Exempt Comp Time Taken*

ECT

Overtime

OVT

Leave Without Pay

LWOP

Military Leave***

R1106

Jury Duty***

R1107

Banked Holiday***

HBK

Banked Holiday Taken***

HBT

Civil Emergency Leave****

R1161

Please do not use any time reporting codes the end with an X. You will not be paid for those hours coded to a time reporting code ending with an X.

***** Time off can **ONLY** be taken in **30** Minute Increments.

****** Comp time **cannot** be earned the same week Comp/Vacation Time are taken.

******* Contact your Payroll Technician with Questions.

******** This code is when there is a disaster and they are ordered to close the office.